

## NOMINATION/ELECTION PROCEDURES CALENDAR FY09

The following checklist is provided to summarize the participants and sequence of nomination, election and appointment to the IOUG Executive Board and the Continuing Education Committee. Complete information can be found in the *Bylaws* and *Standard Operating Procedures*.

### CALENDAR FOR NOMINATION/ELECTION:

- October** Chair of the executive board appoints, at the first board meeting, the nominating committee consisting of three members, chaired by a retiring member-at-large.
- November** IOUG Web site posts a call for nominations for the available positions.
- Dec/Jan** Nominating committee develops the slate, with at least two candidates per position.
- February** Executive board approves the slate.
- March** Nominating committee obtains agreements and biographies from the candidates.
- April** Slate and biographies are posted on the IOUG Web site.
- May** Secretary sends electronic ballots and bios to all IOUG members. Ballots are returned to the chair of the nominating committee within three weeks of the mailing date.
- July 1** Newly elected members take office and winners are posted on the IOUG Web site.

### Elected Positions

- Vice-Chair/Chair-Elect: every year  
Secretary: every other year, alternates with treasurer (2-year term)  
Treasurer: every other year, alternates with secretary (2-year term)  
Members-at-Large: one or two every year, depending on end of 2-year term

### Appointed Positions

- Chair, Continuing Education Committee 2-year term suggested  
Webmaster, IOUG Web site 2-year term suggested

Last reviewed and revised: October 2008